Bridge CRE Property Staff Access Request Form v20210428

Instructions:

1. Please fill out this form in its entirety. For Onboarding requests only, this form must be submitted **14 days** in advance of Individual's start date to have onsite resources properly set up equipment.
2. Responsible Manager completes the form with assistance by HR as required.
3. For Onboarding, change of Pre-Approved Access Role, or separation, HR must email form to: **support@5QPartners.com**. For other changes, Responsible Manager can email the form.
4. Use of this form assumes Employees or Contractor has signed all required HR onboarding documents.
5. All items marked with an * are REQUIRED to be filled out.

FILLED OUT BY RESPONSIBLE MANAGER

SUBMITTED BY: Click or tap here to enter text.   **SUBMITTED DATE:** Click or tap to enter a date.

PERSONNEL TYPE: ☒ Employee (full time OR part time)   ☐ Contractor (temp.)

REQUEST TYPE: ☒ Onboarding (Sections 1-3)   ☐ Change (Sections 1 and 3 ONLY)

1. PERSONNEL INFORMATION (Completed by Responsible Manager)	
Name*: Click or tap here to enter text.	**Start/Effective Date***: Click or tap to enter a date.
Title*: Click or tap here to enter text.	**Responsible Manager***: Click or tap here to enter text.

2. ONBOARDING INFORMATION (Completed by Responsible Manager)	
Reports to*: Click or tap here to enter text. **Property (Location)***: Click or tap here to enter text. **Office Phone**: Click or tap here to enter text. **Direct Phone**: **Mobile Phone**: Click or tap here to enter text.	**Email Distribution Lists***: ☐ Bridge Office Property Management ☒ Bridge All Staff ☐ Bridge Office Engineer – Atlanta ☐ Bridge Office Engineer – ALL ☐ Bridge Office Third Party Engineers ☐ Bridge Office All Associates ☐ Bridge Office Third Party Managers **Employee Name to model after/clone**: Click or tap here to enter text. **Yardi Workflow Approval Role*:** NO Role

Please indicate any Pre-Approved Access Roles for this Employee/Contractor, for approval and reference*.

☐ Reg./Sr./PM   ☐ APM   ☐ TSC/PA   ☐ Chief Bldg Eng   ☐ Eng Staff

1.) Is a new workstation required or does one currently exist?* Choose an item.
2.) Printer / Copier Access (Name specific printer(s)/copier(s)?*

3a. Non-Standard Access Request (Completed by Responsible Manager and approved by Information Owner)

Please describe any Asset access request not addressed by the Matrix on page 2.
Click or tap here to enter text.

3b. ACCESS REQUIRED (Completed by Responsible Manager)

Use the table below to indicate requested access (Preapproved set up included in orange – <mark>please *only* fill out the Requested* column if access needs differ from the preapproved set up</mark>):
*Requested = If not Pre-Approved, access to this Asset is requested. Completed by the Responsible Manager.

ASSET	Requested*	Owner/ Approver	Regional/ Sr./PM	APM	TSC/PA	Chief Bldg Eng	Eng Staff	Access Set Up Completed (Initials & Date)
Laptop		5Q	X	X	X	X	X	
Desktop Tower		5Q						
Monitor(s)		5Q	X	X	X	X	X	
Mouse		5Q	X	X	X	X	X	
Keyboard		5Q	X	X	X	X	X	
Docking Station		5Q	X	X	X	X	X	
Printer		5Q						
Scanner		5Q						
CRE Active Directory		5Q	X	X	X	X	X	
MS Office		5Q	X	X	X	X	X	
Adobe Reader		5Q					X	
Yardi Set Up Review		Brittany White						
Dir of Prop Accounting Approval		Julie Moyers						
Add Azure Permissions		Bridge IT	X	X	X	X	X	
MS Project		Bridge IT						
MS Visio		Bridge IT						
AutoCAD		Bridge IT						
Box		Bridge IT	X	X	X	X	X	
Bluebeam		Bridge IT						
SketchUp		Bridge IT						
Photoshop		Bridge IT						
Adobe Standard (editable)		Tom Jensen/ Darrin Dyches	X	X	X	X (Area only)		
Yardi: Core User Group		Kim Weston/Kim Roberts	X	X	X			
Yardi Module: Yardi ABF		Kim Weston/Kim Roberts	X	X	X			
Yardi Module: Yardi Job Cost		Kim Weston/Kim Roberts	X	X	X			
Yardi Module: Yardi Marketplace		Kim Weston/Kim Roberts	X	X	X	X	X	
Yardi Module: Yardi Payscan		Kim Weston/Kim Roberts	X	X	X			
Yardi Module: Construction Manager		Brittany White	X	X	X			
AbstractCRE		Richard Hartley	X	X	X			
Angus		Melisa Macias	X	X	X	X	X	
Argus		Kurt Hogge						
AvidXchange		Brett Beidel						
Concur		Corp Payables/Jeana McGuire						
CoStar		Shaundi McDaniel						
DealPath		Richard Hartley						
Docusign		Tom Jensen/Darrin Dyches	X	X	X	X		
PowerBI		Kurt Hogge						
VTS		Julie Hans	X	X	X			
Acquicore		Greg Walters	X (after 45 days)			X	X	
PredictAP		Brittany White	X	X				